



# Loudoun County Government



*Executive Recruitment:*

## Director of Management and Financial Services (Chief Financial Officer)

Now accepting letters of interest and resumes.

To apply, please email your cover letter and  
resume to:

[Recruit22@cb-asso.com](mailto:Recruit22@cb-asso.com)

Deadline to apply is August 31, 2012

Salary Range: \$91,554-\$172,192

The Recruitment Process:

The County has engaged an executive search firm to assist with sourcing and pre-screening qualified applicants. The best qualified applicants will be invited to participate in a multi-tiered interview process.

Loudoun County Government is an Equal Opportunity Employer

## POSITION OVERVIEW

The Director of Management and Financial Services (MFS) is an executive level position that oversees and leads the County's Budget, Accounting, Procurement, and Human Resources divisions. Reporting directly to the County Administrator, this position is an integral member of the executive team and serves as a trusted advisor to the Board of Supervisors and the County Administrator. As the Chief Financial Officer for the County, this position provides expert level advice, strategic planning, and problem solving on significant and complex financial and human resources matters, including funding strategies, financial forecasting, debt financing and debt management, demographic and economic research, the annual budget development and approval process, procurement compliance, employee benefits, and risk management.

As the Director of Management and Financial Services, this position ensures high ethical, professional, and quality assurance standards in the execution of the department's mission and a strong commitment to customer satisfaction. This position ensures the professional and technical development of the department's 70+ employees, and actively fosters employee morale, team work, diversity, and a positive work environment. This position supervises six (6) direct reports: the Deputy CFO, Controller, Budget Officer, Purchasing Agent, HR Officer and an Administrative Manager.

## MAJOR CHALLENGES

Like many government agencies across the nation, Loudoun is faced with budgetary challenges and an increasing demand for core public services. In January of 2012, the Board convened a Loudoun County Government Reform Commission (LCGRC) to focus on common-sense strategies and recommendations for reducing costs, increasing efficiencies, and identifying cost-effective and innovative ways to improve and deliver services. This position will be integral in assisting the Board with evaluating and implementing the fiscal recommendations of the LCGRC. Another major challenge facing the County is the Dulles Corridor Metrorail Project (Dulles Rail), and the County's impending decision on whether and how to fund this project.

The Department of Management and Financial Services is currently working on several major projects. MFS is in the process of implementing an Enterprise Resource Planning (ERP) system (Oracle) to integrate the County's financial and human resources information systems. This position is on the steering committee for the planning and implementation of the system and will play a critical leadership role in the project's success. MFS has also been directed by the Board to develop alternatives and strategies to reduce the County's Other Post-Employment Benefits (OPEB) liabilities. Finally, MFS is in the process of a comprehensive redesign of the County's performance assessment system.



Loudoun County has a AAA bond rating, reflecting the County's excellent financial management. Maintaining this achievement will be critical for the new CFO.

## Minimum qualifications

*Position requires a minimum of a master's degree and ten years directly related experience or an equivalent combination of education and experience. An advanced degree in public administration, business administration, finance or accounting is preferred. Other preferred qualifications include progressively responsible management experience in public sector finance, budget or accounting and experience leading and managing a department or division of twenty-five (25) staff or more.*

## THE IDEAL CANDIDATE

The ideal candidate will possess:

- Exceptional leadership ability with demonstrated success in developing and motivating staff, building employee morale, and leading by example.
- Expert-level skill in applying budget, accounting, procurement, and human resources related laws, regulations, policies, procedures, and best practices.
- Excellent judgment and decision-making skills with the confidence and ability to make and execute decisions quickly and effectively.
- A talent for innovation and ingenuity.
- Exceptional interpersonal skills and the ability to build strong working relationships based on trust. Critical relationships include the Board of Supervisors, the County Administrator, the County Attorney, Constitutional Officers, department heads, other local government entities, auditors, vendors, ratings agencies, business leaders and other members of the community. Demonstrated ability to negotiate and facilitate to build consensus and resolve conflict.



- The ability to thrive and maintain consistent productivity of self and staff in a fast-paced, complex, high-performing, and constantly changing work environment. Must be able to strategically manage and prioritize multiple competing demands and deadlines.
- Exceptional communication skills, with the ability to communicate well both verbally and in writing. Strong presentation skills, with the ability to field and answer questions while under pressure.

## ABOUT Loudoun County

Compared to the nation as a whole, Loudoun County is in a very strong economic position. Loudoun County experienced record job growth during the last ten years, adding 40,000 jobs, a 42% increase in the last ten years. The County's unemployment continues to rank among the lowest in Virginia and nationwide. In March 2012 the County's unemployment rate was 4.1%.

Loudoun County's importance to technology is well-known. Loudoun is part of Northern Virginia's High Technology Corridor, which represents one of the highest concentrations of computer, IT and other technology-related product and service businesses in the country. However, there is more than technology in Loudoun County. A significant industrial corridor has developed around Dulles International Airport, including freight forwarding, cargo shipping, and logistics management. There is a budding biotechnology market in Loudoun County and many research and development companies are located in the County as well.

The number of small businesses is also growing in Loudoun County. In the western part of the County, the rural economy has continued to thrive as traditional agriculture has diversified, with the establishment of more vineyards, wineries, specialty nurseries, and produce and flower farms. Loudoun's rural businesses are as vigorous as its suburban businesses, and many of these have become interdependent.

Loudoun County offers a diverse mix of cultural, recreational, and educational opportunities for its citizens. There are abundant cultural amenities to include theater, museums, symphonies, galleries, and restaurants.

The County has the conveniences associated with urban areas while maintaining a comfortable suburban atmosphere.

The outdoor enthusiast will find 40 regional and county parks, including the 45-mile long Washington and Old Dominion Railroad Regional Park. Equestrian activities are popular, as is golfing at Loudoun County's 14 courses.

Public schools in Loudoun County have a reputation for excellence. Through Loudoun County's School-Business Partnership program, local businesses collaborate with County schools to bring curriculum to life.

There are also numerous private and parochial schools from which to choose. Loudoun County's citizens value the benefit of lifelong learning as several outstanding colleges and universities are located in or near Loudoun County.

For additional information on Loudoun County, please visit the county's website at [www.loudoun.gov](http://www.loudoun.gov).

## About MANAGEMENT AND FINANCIAL SERVICES

### *"Empowering Ourselves and Others"*

The Department of Management and Financial Services provides centralized advisory services to other County departments and agencies in the areas of budgeting, management analysis, demographic, economic, and analytical research, human resources, employee benefits, training, procurement, financial accounting and reporting, payroll, risk management, insurance, capital financing and debt management.

The department is organized into four divisions, including Accounting and Financial Analysis, Budget and Research, Human Resources Management and Procurement. Currently, there are 70+ employees within the department.

The mission of the Department of Management and Financial Services is to demonstrate integrity and professionalism while striving to be the standard of excellence for engaging others to achieve today's goals and to envision tomorrow's while acting as a resource to the Board of Supervisors, Loudoun County citizens, and other departments in their pursuit of excellence.



## ABOUT LOUDOUN County GOVERNMENT

Loudoun County operates under a nine-member Board of Supervisors. The Chairman of the Board of Supervisors is elected by the voters at-large and the other Supervisors are elected from each of the eight districts within the County. All nine members serve concurrent terms of four years. The Board appoints the County Administrator, who directs and supervises the day-to-day operations of all County departments and agencies which are under the direct control of the Board of Supervisors, including the Department of Management and Financial Services. There are also five elected constitutional officers: the Sheriff, Treasurer, Commissioner of the Revenue, Commonwealth's Attorney, and the Clerk of the Circuit Court.

Under current leadership, the County is striving to build and maintain a progressive, high-performing and results-oriented organization that is well poised to successfully meet the County's budgetary challenges and increasing demand for services. Performance expectations for County staff are set very high and place a premium on creative problem-solving, critical thinking, technical expertise, high ethical standards and meeting and exceeding goals and objectives. The focus of current leadership is on developing strong leaders throughout the organization and delivering consistent customer satisfaction to the citizens of Loudoun County.

Loudoun County was ranked the fifth-fastest growing county in the nation from 2000 to 2010. Between 2010 and 2011 Loudoun was ranked as the 18th fastest growing county in the nation. The adopted FY 2012 budget plan for Loudoun County is \$1.6 billion. Loudoun County has a AAA status with all three major bond rating agencies, reflecting the County's excellent financial management and positive outlook for the future.



### Employee Benefit Highlights

This position has been approved for a relocation allowance of up to \$10,000.

Moreover, as part of the total compensation package, employees of Loudoun County enjoy a rich benefits package:

- Choice of health plans including traditional and consumer driven options
- Dental and Vision Benefits
- Flexible Spending Account Program for medical and dependent care
- Deferred Compensation Plan
- Long-term Care Insurance
- Short- and Long-term Disability Benefits
- Leave benefits to include paid holidays, annual leave, sick leave and personal leave. Five days of annual leave accrual advanced upon employment.
- An award-winning Wellness Program
- Retirement and life insurance benefits through the Virginia Retirement System
- Additional benefits include:
  - Employee Assistance Program
  - Tuition Assistance
  - Credit union membership
  - Virginia 529 Program
  - Work-Life Balance
- More benefits information can be found by visiting our website at [www.loudoun.gov](http://www.loudoun.gov).

Loudoun County has been recognized by the American Heart Association and designated as a Fit-Friendly organization.

